

**CITY OF BROKEN ARROW
PROPOSED ANNEXATION POLICY AND PROCEDURE**

I. OBJECTIVES

1. To provide for the orderly and efficient delivery of public services and utilities to Broken Arrow residents.
2. To establish a means for the determination of logical boundaries and distinctions between incorporated and unincorporated areas within the Fence Line Planning Area.
3. To avoid the “leapfrogging” of City limit boundaries, services and facilities.
4. To avoid the presence of landlocked, unincorporated areas within the City limit boundaries.
5. To ensure that future commercial and employment growth that occurs within the Fence Line Planning Area occurs within the City of Broken Arrow.

II. POLICIES

1. The City shall coordinate the annexation of lands in the Fence Line Planning Area with the availability of publicly-funded improvements.
2. Existing public services and rights-of-way shall remain in the same condition at the time of annexation until directed by Council and funds are available to upgrade in accordance with City Standards.
3. The City may consider extension of utilities or street improvements in exchange for voluntary annexation.
4. The City shall develop and follow an Annexation Plan of Intent to incorporate lands identified in the Future Development Guide as Level 2 or higher according to the following priorities:
 - i. All land within Tulsa County, north of Yazoo Street not described previously and not already part of the City of Broken Arrow prior to the year 2007.
 - ii. All land within Wagoner County not described previously, not already a part of the City of Broken Arrow, and designated a Level 2 or higher in the Future Development Guide prior to the year 2010.

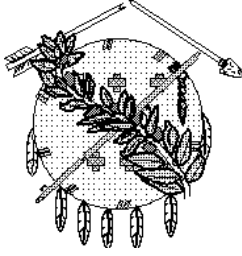
- iii. All Level 1 land, as designated in the Future Development Guide, shall be annexed as it becomes surrounded on at least three sides by annexed land and has been reduced to less than 30 acres. All remaining Level 1 land shall be annexed prior to the year 2020.
- 5. The City Council shall approve annexations by a simple majority.
- 6. City staff shall encourage developers to annex prior to construction.
- 7. The Development Services Department shall serve as the point of contact for all annexations. The Development Services Director shall prepare Annexation Policies & Procedures and present to the City Council for approval. City staff shall assist the Development Services Department in all annexations.

III. PRACTICES

- 1. City staff will conduct informational meetings before annexations are ever set on the Council Agenda. The meetings will include information on State Statutes, proposed service plans and costs, as well as outline the reasons for the annexations.
- 2. City staff will develop criteria for dealing with raw versus developed land.

ANNEXATION PROCEDURE

- I. Responsibilities of Applicant:** Prior to any request for annexation being processed by the City of Broken Arrow, an individual seeking annexation shall submit the following items.
 - a. Annexation Application Form
 - b. List of affected property Owners within 300 feet of the said property from abstract company
 - c. 3 copies of a plot plat exhibit (11" x 17"), and one Pdf format disk, of the said property including a legal description
 - d. A fee of \$2.00 per each affected property Owner within 300 feet for notice mailings



City of Broken Arrow **Request for Annexation**

Applicant: _____
Name Phone Number

Address

Owner: _____
Name Phone Number

Address

Common Description: _____
(Use common descriptive street name & number)

Legal Description (including section, township & range): _____

Developed (_____) %
Undeveloped (_____) %
Platted (_____) %
Unplatted (_____) %

Size of Area: _____ Existing Zoning: _____

Current Assessed Valuation:

Land: _____ Improvements: _____ Total: _____

Is existing and/or anticipated development in conformance with existing zoning districts?

Yes _____ No _____

If no, what zoning changes will be requested? _____

Name of Abstract Company providing information: _____

Type of Development Existing: _____

Type of Development Anticipated: _____

Please identify existing structures: _____

I, _____, hereby request the annexation of described property into the City of Broken Arrow.

_____	_____
Full Legal Signature	Full Legal Signature
_____	_____
Name (print)	Name (print)
_____	_____
Date	Date